

**APPLICATION FOR REVIEW AND APPROVAL  
MINOR SUBDIVISION PLAT**

Town of Rhinebeck  
80 East Market Street  
Rhinebeck, New York 12572

Planning Board Clerk (845) 876-3409 / town.planning@rhinebeck-ny.gov

**Applicant**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

If corporation, identify principal officer and title \_\_\_\_\_

**Proposed Subdivision Parcel**

Address \_\_\_\_\_

Tax Map Parcel Number \_\_\_\_\_

Filed Map Reference \_\_\_\_\_

Zoning District \_\_\_\_\_

Overlay District(s), if any \_\_\_\_\_

Located within or less than 500 feet from a Certified  
Agricultural District? \_\_\_\_\_ yes \_\_\_\_\_ no

Located within Local Waterfront Revitalization Area? \_\_\_\_\_ yes \_\_\_\_\_ no

Located within or adjacent to National Historic  
District or individually listed historic property? \_\_\_\_\_ yes \_\_\_\_\_ no

Located within 500 feet of State or County highway  
or either Town or Village boundary? \_\_\_\_\_ yes \_\_\_\_\_ no

Is the subdivision parcel the subject of any recorded  
easements, covenants or deed restrictions? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, attach copies of each to this Application.

**Owner of Proposed Subdivision Parcel, if not Applicant**

Name \_\_\_\_\_  
Address \_\_\_\_\_

**Use of Land and Buildings**

Current Use of Land and Existing Buildings and Improvements, if any, within the Subdivision Parcel

\_\_\_\_\_

Proposed Use and Number of Lots and Summary of Related Improvements within the Subdivision; Proposed Use of Existing Buildings and Improvements, if any

\_\_\_\_\_

\_\_\_\_\_

**Related Reviews, Permits and Approvals**

- Are any waivers from the requirements set forth for a minor subdivision under the Town Subdivision Regulations being requested?

\_\_\_\_ yes      \_\_\_\_ no

If yes, state specific waivers or modifications of requirements requested and attach statement of justification.

\_\_\_\_\_

- Does the proposed subdivision incorporate any Area Variances that have been issued by the Town Zoning Board of Appeals?

If yes, attach copy of ZBA resolution granting the Area Variance(s).

- Other than the issuance of buildings permits and certificates of occupancy by the Town of Rhinebeck are other permits and approvals from the Town,

County and/or State required to carry out development of the proposed subdivision?

If yes, identify below and attach a copy of any such permit or approval that has been issued or any related application that has been submitted.

\_\_\_\_\_

**Project Engineer and/or Land Surveyor**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

**Principal Representative before the Planning Board**

\_\_\_\_\_ Applicant

\_\_\_\_\_ Project Engineer

\_\_\_\_\_ Project Land Surveyor

\_\_\_\_\_ Other Party (as identified below)

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

**Required Attachments** (check those submitted to confirm all required attachments are being presented)

\_\_\_\_\_ Zoning Compliance Determination completed by the ZEO and stating that the proposed lots are in dimensional compliance with the requirements set forth within the Town's Zoning Law at Article IV, District Schedule and Area and Bulk Regulations, and may be proposed as building sites subject to the securing of Subdivision

Plat Approval and all other necessary permits, approvals and compliance determinations from the Town of Rhinebeck and other involved permitting and approving agencies.

\_\_\_\_\_ Copy of Property Deed as recorded in the Dutchess County Clerk's Office.

\_\_\_\_\_ Copy of Filed Map, if any, on which the subdivision parcel is depicted.

\_\_\_\_\_ Copy of recorded easements, covenants or deed restrictions, if any.

\_\_\_\_\_ Offers of any easements or dedication of land in fee that may be applicable to the proposed project.

\_\_\_\_\_ As cited above, copy of any County, State or Federal permit and/or approval that has been issued and a copy of any application that has been submitted for any such permit or approval.

\_\_\_\_\_ Subdivision Plat drawing(s) as listed below by title, preparer and date:

\_\_\_\_\_ Completed Minor Subdivision Plat Checklist per Article VII, Section 107.7(1)(b) of Land Subdivision Regulations

\_\_\_\_\_ Executed Escrow Agreement pursuant to Local Law No. 2, 2006

\_\_\_\_\_ Receipt for Payment of Application Fee

\_\_\_\_\_ Receipt for Posting of Initial Escrow Deposit

\_\_\_\_\_ Authorization for Applicant to Act for Owner, if applicable

\_\_\_\_\_ Authorization for Principal Representative to Act for Applicant, if applicable

\_\_\_\_\_ Certified Short Environmental Assessment Form (Part 1), with acknowledgement made that the particular circumstances of a subdivision parcel may require later submission of Full EAF

\_\_\_\_\_ Completed Coastal Consistency Form as applicable to subdivision parcels within the Town's Local Waterfront Revitalization Area

- \_\_\_\_\_ Completed Agricultural Data Statement as applicable for subdivision parcels within or less than 500 feet from a Certified Agricultural District
  - \_\_\_\_\_ Stormwater Pollution Prevention Plan (SWPPP), if applicable, in accordance with requirements of NYS Stormwater General Permit # 0-10-001, or successor
  - \_\_\_\_\_ If any new lots are being created, either Application to the Dutchess County Health Department for Individual Permits or Realty Subdivision Plat Approval or if all proposed new lots are in excess of five (5) acres required Letter of Opinion from Professional Engineer concerning capability of the lots to support on-site sanitary sewage disposal systems in accordance with Dutchess County Health Department design requirements
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The undersigned, having received the above-cited Zoning Compliance Determination from the Town of Rhinebeck Zoning Enforcement Officer and having been advised of the requirement for Subdivision Plat Approval, and having completed the step of sketch plan review and classification before the Planning Board within the past six (6) calendar months, hereby requests approval of the above-identified Subdivision Plat by the Rhinebeck Town Planning Board in accordance with Zoning Law Article III, District Schedule of Use Regulations, and Article IV, Section 101-4.4 of the Land Subdivision Regulations of the Town of Rhinebeck.

The undersigned acknowledges that the Planning Board will consider this Application at a Regular Meeting, as established by the Planning Board's annual calendar, and determine whether this Application, including the above Attachments, is adequate for processing under the Town Subdivision Regulations and the NYS Environmental Quality Review Act. It is understood that if the Planning Board determines the Application adequate for processing time frames set forth within the Town Land Subdivision Regulations and/or the SEQRA Implementing Regulations will take effect.

The undersigned further understands that in order to be considered as an agenda item at a Regular Meeting, the Application and all Required Attachments must have been received the Planning Board Clerk not less than twenty-one (21) calendar days prior to said Regular Meeting of the Planning Board.

The submission must include not fewer than twelve (12) paper copies of the Application form, the EAF and the Subdivision Plat drawing(s). Need for fewer paper copies, but not less than three (3), of all other Required Attachments, may have been specified at the time of Sketch Plan Conference. If not, twelve (12) copies of each of the other Required Attachments must also be submitted. In

addition, to the extent available a disk containing an electronic file of the Subdivision Plat drawing(s) and related technical reports, such as the SWPPP, must also be submitted to the Planning Board Office.

In order to assist prospective applicants in understanding the above-stated submission requirements and otherwise complying with the Subdivision Plat Review and Approval Procedure, a Pre-Submission Conference may be arranged with the Town of Rhinebeck Planning Consultant. An appointment may be scheduled by contacting the Planning Board Clerk and submitting the required Request for Pre-Submission Conference form.

At the discretion of the Chairman upon recommendation of the Planning Consultant this Pre-Submission Conference may have been considered to satisfy for smaller-scale projects involving either lot line alteration, lot consolidation and/or the creation of not more than one new building lot the Sketch Plan Conference requirement set forth at Zoning Law Article VII (D).

**Signature of Applicant** \_\_\_\_\_

**Date** \_\_\_\_\_

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**RECORD OF SEQUENTIAL STEPS COMPLETED IN PLANNING  
BOARD'S PROCESSING OF APPLICATION FOR APPROVAL OF  
MINOR SUBDIVISION PLAT**

Submission Received by Clerk \_\_\_\_\_

Project File # PB 201\_ -\_\_ Assigned \_\_\_\_\_

Initial Review by Planning Consultant and  
Assignment to Planning Board Agenda \_\_\_\_\_

Initial Presentation of Application at Planning  
Board Meeting \_\_\_\_\_

Application Accepted by Planning Board \_\_\_\_\_

○ Classification under SEQRA

\_\_\_ Type II Action      \_\_\_ Unlisted Action      \_\_\_ Type I Action

If Unlisted Action, Coordinated Review Required      Yes \_\_\_ No \_\_\_

If Type I Action, Lead Agency Designation Requested      Yes \_\_\_ No \_\_\_

If yes to either, SEQRA NOI Issued \_\_\_\_\_

Planning Board Confirmed as Lead Agency \_\_\_\_\_

○ Referrals

\_\_\_ Town Engineer  
\_\_\_ Town Planning Consultant  
\_\_\_ Town Highway Superintendent  
\_\_\_ Town Conservation Advisory Council  
\_\_\_ Town Waterfront Advisory Committee  
\_\_\_ Other (specify) \_\_\_\_\_

Date of Opening of Public Hearing \_\_\_\_\_

SEQRA Determination of Significance \_\_\_\_\_

\_\_\_ Negative Declaration      \_\_\_ Positive Declaration

If Positive Declaration,

- Scoping Document Issued \_\_\_\_\_
- Draft EIS Accepted \_\_\_\_\_
- Final EIS Issued \_\_\_\_\_
- Findings Issued \_\_\_\_\_

Clerk's Certification of Compliance in  
matter of Noticing Requirements \_\_\_\_\_

Date of Close of Public Hearing \_\_\_\_\_

Planning Board Decision \_\_\_\_\_

\_\_\_\_\_ Approval \_\_\_\_\_ Approval with Condition(s) \_\_\_\_\_ Disapproval

Resolution Certified by Clerk and Distributed \_\_\_\_\_

Technical Approval Condition(s) Determined  
Satisfied by Chairman upon Sign-Off by Town  
Planner, Engineer and Attorney, as applicable \_\_\_\_\_

Fee and Escrow Obligations Deemed Satisfied  
by Clerk and Town Finance Office \_\_\_\_\_

Subdivision Plat Stamped and Signed  
by Chairman \_\_\_\_\_

Approved Subdivision Plat Distributed  
by Clerk \_\_\_\_\_

Notification of Filing of Subdivision Plat  
Received by Clerk \_\_\_\_\_

Close-Out of Project File \_\_\_\_\_